DOCUMENT RESUME

ED 155 432 CE 016 943

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TITLE	Filing Geographically. Student's Manual and Instructor's Manual.
INSTITUTION	Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY	South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE	77
NOTE	15p.; For related documents see CE 014 491 and CE 016 911-989
AVAILABLE FROM	Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)
EDRS PRICE	MF-$0.83 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Behavioral Objectives; Business Education; Business Skills; *Filing; *Information Processing; *Information Retrieval; *Information Storage; Instructional Materials; *Office Occupations Education; Performance Based Education
IDENTIFIERS	Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 23 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on filing materials geographically are included in this packet. (The packet is the fifth in a set of nine on maintaining files and a library--CE 016 939-947.) The student materials include information on geographic filing, a self-check quiz and two student activities (for which there are answer keys), two check-out activities, and an instructor's final checklist. The instructor's manual includes directions for preparing the module for student use and keys for the two check-out activities. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the nine packets in this set along with those in several other sets--seventy-eight packets in all-based on the same V-TECS catalog.) (JT)

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ED155432

FILING GEOGRAPHICALLY

STUDENT'S MANUAL

Materials in this Lesson
have been

Modified by
Sadie McLeod

from
Materials Developed and Graciously Provided by
Bureau of Vocational Education, State Department of Education
and
Department of Vocational Education
College of Education, University of Kentucky

These materials support
Performance Objective 23 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

1977

OE 016 943

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FILING GEOGRAPHICALLY

INTRODUCTION

Geographic filing is an alphabetic method based upon the geographic locations of correspondents. Many businesses divide their sales area into geographic locations or districts. When this is necessary, the business usually arranges its files according to the geographic area, then according to name. This kind of file system is known as geographic filing. As an efficient secretary, you must be able to file according to the geographic system. In this module, you will get practice in this task.

DIRECTIONS

Before you start work on this module, be sure you have completed Module IV-D, "Filing Numerically." If you have completed the module, read the objective below. Then complete the learning activities in order to be able to do the tasks given later. Complete the Learning Activities in the order given.

OBJECTIVE

(1) Given 35 documents with instructions for filing geographically, file the documents using the geographic method. No more than 3 documents may be misfiled.

(2) Given request for ten pieces of information from the files, retrieve such materials and give requested information to the instructor. Nine of the ten requested pieces must be retrieved.

LEARNING ACTIVITIES

READ	1.	STUDY Instruction Sheet I, STATE ABBREVIATIONS.
CHECK	2.	CHECK YOUR KNOWLEDGE of State Abbreviations by completing Student Self-Check I, STATE ABBREVIATIONS.
READ	3.	STUDY Instruction Sheet II, PRACTICE IN GEOGRAPHIC FILING (STORING). COMPLETE the practice materials using Letters P-1 through P-15.
READ	4.	STUDY Instruction Sheet III, PRACTICE IN GEOGRAPHIC FILING (RETRIEVAL).
CHECK	5.	ARRANGE with your instructor to complete this module by performing the final Check-Out Activities.

Instruction Sheet I

STATE ABBREVIATIONS

When a company sets up a geographic file, it is necessary to file first by state, then by city, then by street. If the street is the same, put the lowest number first, and finally go to the name. If everything is identical, then go to the date. Remember, the most current date is filed at the front.

The post office encourages the use of two-letter state abbreviations in addresses. It is important that you know these abbreviations, and be able to spell the state name correctly for proper filing. For example, AR is the abbreviation for Arkansas. You must be able to spell Arkansas to know it comes after Arizona.

Study the list of two-letter abbreviations that follow.

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NB
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Canal Zone	CZ	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
		Wyoming	WY

Student Self-Check I

STATE ABBREVIATIONS

Write out on your own paper the correct spelling for the following two-letter state abbreviations. Then check your answers with page IV E–10. Do not write on this page.

1. TX _____
2. AK _____
3. WI _____
4. AZ _____
5. CT _____
6. UT _____
7. DE _____
8. MT _____
9. IL _____
10. IN _____
11. ME _____
12. OR _____
13. MA _____
14. NV _____
15. MD _____
16. MI _____
17. KS _____
18. HI _____
19. RI _____
20. VT _____
21. IA _____
22. NH _____
23. MS _____
24. MO _____
25. OK _____
26. WA _____
27. CA _____
28. MN _____
29. AL _____
30. DC _____

Instruction Sheet II

PRACTICE FILING GEOGRAPHICALLY

Remove from Module IV-C "Filing Alphabetically–Governmental Rules," and Module IV-D "Filing Numerically," letters P-1 through P-15.

Index and file these letters in a geographic filing system. Remember you file first by state, and the state name must be spelled out. If it is necessary, refer to the list of two-letter state abbreviations that appears on Instruction Sheet I. File the letters in the folders your instructor has provided.

When you have the letters filed in the correct order, place the number of the letter on a separate sheet of paper. Check your answers with page IV E-10. Leave your files as they are for your next learning activity.

Instruction Sheet III

PRACTICE RETRIEVAL

Using the files you put in order in Instruction Sheet II, see how fast you can find the following letters. Remember to time yourself. When you find the letter, place the number of the letter on a separate sheet in the proper order. When you have finished, check your answers by page IV E-10. State how much time it took you to retrieve the letters.

1. Mr. Alfred Robbins
   129 Atlantic Drive
   Stanton, RI 02882

2. West Virginia Department of Education
   Central Store
   278 Court Circle
   Charleston, WV 26070

3. Adams Furniture Company
   1901 Miller Road
   Huntington, WV 25701

4. Norwood Nursing Home
   726 Freeland Drive
   Norwood, VA 24401

5. G. M. Xavier, Jr.
   940 Eastland Terrace
   Cincinnati, Ohio 45230

6. Smith-Gibson Wholesale Outlet—April 23, 19—
   56901 Irish Acres
   Great Falls, MT 59403

7. New Free Press
   1133 State Street
   Philadelphia, PA 19104

CHECK-OUT ACTIVITIES

The statements below explain the activities you must be able to complete in order to finish this module. As you complete each activity, your instructor will rate your performance using the Instructor's Final Checklist, FILING GEOGRAPHICALLY.

CHECK-OUT ACTIVITY I

Remove the letters numbered F-1 through F-35 found in Module IV-C "Filing Alphabetically–Governmental Rules," and Module IV-D "Filing Numerically."

Index and file these letters in a geographic filing system. Use the folders your instructor has provided.

When you have the letters filed in the correct order, place the number of the letter, state, and city on a separate sheet of paper.

Leave your files as they are and proceed to Check-Out Activity II.

Check-Out Activity II

FILING GEOGRAPHICALLY

Using the files you put in order in Check-Out Activity I, time yourself to see how fast you can find the following letters. When you find the letter, place the number of the letter on a separate sheet in the proper order. Also, give number of minutes it took you to retrieve the letters. Submit your answer sheet and files to your instructor for approval.

1. Thomas' Department Store
   3497 Wheeler Street
   Houston, TX 77004

2. Felix Unger
   129 Capital Street
   Toledo, OH 43605

3. Mr. Thomas R. Smythe
   234 Revolution Street
   Lexington, VT 05672

4. X-Cel Home Decorators
   305 Overton Street
   ST. Louis, MO 63117

5. R-M Bakery
   128 Lee Road
   Petersburg, VA 24657

6. Mr. J. E. Northcutt
   999 Spring Garden Road
   Franklin, MS 39211

7. Dr. Norman Welsh
   12101 Reading Road
   Cincinnati, OH 45241

8. Mrs. Damon O'Bryan
   2555 Habershorn Street
   Jersey City, NJ 07104

9. Queen Anne Steam Line
   128 Seashore Lane
   Atlantic City, NY 08402

10. North Carolina Carpet Company
    220 Karenstone Drive
    Charlotte, NC 28215

Instructor's Final Checklist

FILING GEOGRAPHICALLY

Check the student's performance in the following elements of geographic filing.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished, or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

	STUDENT PERFORMANCE			
	Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
1. The student correctly spelled the state name for filing	[ ]	[ ]	[ ]	[ ]
2. The student alphabetized the state names correctly in filing	[ ]	[ ]	[ ]	[ ]
3. The student retrieved the necessary letters within an acceptable time limit as determined by the instructor	[ ]	[ ]	[ ]	[ ]
4. The student correctly evaluated the work after each self-check	[ ]	[ ]	[ ]	[ ]

Student Self-Check I
(Answers)

1. Texas; 2. Alaska; 3. Wisconsin; 4. Arizona; 5. Connecticut; 6. Utah; 7 Delaware; 8. Montana; 9. Illinois; 10. Indiana; 11. Maine; 12. Oregon; 13. Massachusetts; 14. Nevada; 15. Maryland; 16. Michigan; 17. Kansas; 18. Hawaii; 19. Rhode Island; 20. Vermont; 21. Iowa; 22. New Hampshire; 23. Mississippi; 24. Missouri; 25. Oklahoma; 26. Washington; 27. California; 28. Minnesota; 29. Alabama; 30. District of Columbia.

Instruction Sheet II
(Answers)

(1) P-2; (2) P-12; (3) P-15; (4) P-13; (5) P-7; (6) P-8; (7) P-1; (8) P-14; (9) P-3; (10) P-5; (11) P-9; (12) P-6; (13) P-10; (14) P-4; (15) P-11.

Instruction Sheet III
(Answers)

(1) P-14; (2) P-10; (3) P-4; (4) P-6; (5) P-7; (6) P-15; (7) P-1.

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NOTES TO TEACHER

Review the module carefully before beginning instruction.

You will need to supply file folders for the 15 letters used in Instruction Sheet II and for the 35 letters used in the Check-Out Activity.

The Instructor's Final Checklist, page 9, is a perishable item which will need to be duplicated for evaluation of each student's performance.

Keys for Check-Outs I and II are included in your manual.

Module IV E

Key

Final Check-Out I

	Letter No.	State	City
1.	F-24	District of Columbia	Washington
2.	F-7	Maryland	Baltimore
3.	F-2	Mississippi	Franklin
4.	F-27	Missouri	Saint Louis
5.	F-3	New Jersey	Jersey City
6.	F-14	New Mexico	San Diego
7.	F-29	New York	Atlantic City
8.	F-20	New York	New York, June 3
9.	F-13	New York	New York, May 20
10.	F-11	New York	New York, May 2
11.	F-8	North Carolina	Charlotte
12.	F-18	Ohio	Cincinnati, Reading
13.	F-35	Ohio	Cincinnati, Vine
14.	F-19	Ohio	Toledo
15.	F-31	Oklahoma	Oklahoma City
16.	F-33	Pennsylvania	Philadelphia
17.	F-5	Pennsylvania	Uniontown
18.	F-25	Rhode Island	Stockton
19.	F-32	South Carolina	Greenville, Mansell, Apr. 3
20.	F-34	South Carolina	Greenville, Mansell, Mar. 2
21.	F-16	South Carolina	Greenville, Thirteenth
22.	F-10	South Dakota	Hastings
23.	F-28	Tennessee	Knoxville, Hardrock
24.	F-15	Tennessee	Knoxville, Stone Mill
25.	F-21	Tennessee	Nashville
26.	F-17	Texas	Houston
27.	F-4	Texas	Lubbock
28.	F-26	Vermont	Lexington, New Circle
29.	F-9	Vermont	Lexington, Revolution
30.	F-22	Vermont	Silver Grove
31.	F-12	Virginia	Hampton
32.	F-23	Virginia	Petersburg, Lee
33.	F-6	Virginia	Petersburg, Rebel
34.	F-30	Washington	Seattle
35.	F-1	West Virginia	Charleston

Check-Out II

1. F-17	6. F-2
2. F-19	7. F-18
3. F-9	8. F-3
4. F-27	9. F-29
5. F-23	10. F-8